ARTICLE TEN
FACULTY RESPONSIBILITIES: TEACHING, ADVISING AND SERVICE

10.1 Overall Level of Responsibility

10.1.1 Each full-time faculty member shall be required to prepare for up to three (3) different courses each semester, teach the equivalent of 12 FLHs each semester (equivalencies are described in Section 10.2 and its several subsections), and provide academic advisement to students. In addition, each full-time faculty member shall provide institutional service by working annually on one of a number of governance committees or other groups created by the Administration of the University whose purposes are to support the effective functioning of the University and its programs. Faculty members may serve on more than one Committee or perform additional Institutional Service if they so choose. Faculty shall also provide institutional support as specified in Section 10.4 and its subsections.

10.1.1.1 University Committees for fulfilling Institutional Support include: Academic Standards Committee, Curriculum Committee, Faculty Affairs Committee, Faculty Development Committee, Pierce Council, University Computing Advisory Committee (UCAC), and any committee or group addressing the development and/or ongoing implementation of the University’s first-year general education course. In addition, membership on any new formal committees or service in other groups that are created or approved by the Administration of the University during the term of this agreement will fulfill the Faculty member’s Institutional Support obligation.

10.1.1.2 Should a situation arise where it appears that there is not an opportunity for a Faculty member to fulfill the Institutional Support responsibilities of Article 10.1.1, on request of the Faculty member, the Dean will meet with the Faculty member to discuss and determine the Faculty member’s responsibilities for that year. The Dean will submit a written summary of the determination to the Faculty member and his/her personnel file. At the Faculty member’s discretion a representative of the Federation may be involved in the discussions with the Dean.

10.1.1.3 Service on the Rindge Faculty Federation Executive Committee shall be considered equivalent to the non-teaching responsibilities listed above with the exception of academic advisement.
10.1.1.4 Full-time and Visiting Faculty members who wish to exceed these minimum requirements may do so, on a voluntary basis, but will not be required to exceed the minimums.

10.2 Teaching

10.2.1 The course load of full-time Faculty members shall be twenty-four (24) Faculty Load Hours (FLHs) per year, normally distributed as twelve (12) FLHs each fall and spring semester, defined as follows: One (1) contact hour of lecture or discussion equals one (1) FLH. One (1) contact hour of science laboratory or studio course instruction shall equal .9 FLH.

10.2.1.1 Faculty teaching in team taught courses where the team members participate in all classes and evaluation will be credited with the FLH credit appropriate to that course and will be compensated accordingly based on a minimum student enrollment of twenty-four (24) or approval of the Dean (i.e., two Faculty teaching in a team taught three credit course with full participation will receive three FLHs each toward their teaching load).

10.2.1.2 When a Faculty member's course load requires more than twelve (12) FLHs for a given semester, the Faculty member may choose an additional stipend as defined in Article Twenty or a reduction in a future semester's course load, providing that in the latter case the Dean agree that there is reasonable likelihood that such a reduction can be effected without harm to the program in the Faculty member's area(s) of expertise.

10.2.1.3 When the Faculty member's course load requires fewer than twelve (12) FLHs for a given semester, the Dean may make an additional assignment for that academic year or may agree to an increase in a future semester's course load if such an increase is consistent with the program in the Faculty member's area(s) of expertise.

10.2.1.4 When provision is made for a reduction or an increase in a future semester's course load, such adjustments will normally be accomplished within three consecutive semester's time unless the Dean and the Faculty member agree that extenuating circumstances warrant further extension.

10.2.1.4.1 The Instructional Laboratory Technician will hold the academic rank of Instructor, but will not be eligible for promotion or rolling contracts.
10.2.2 FLHs may be awarded for non-teaching activities as determined jointly by the Faculty member, the Dean, and approved by the Provost. At the Faculty member’s discretion, a representative of the Federation may be involved in the discussions between the Faculty member and the Dean. Such equivalences may include, but not be limited to, the following:

a. Academic or other institutional service.
b. Research or special projects.

10.2.3 The following shall also pertain to FLHs:

10.2.3.1 The total number of FLHs for the five current productions and the full-time faculty activities connected with them (Fall Theatre Production: Director, Lighting, Scenic Design and Technical Direction; Spring Musical: Director, Scenic Design and Technical Direction, Lighting, Choreography; Dance Concert: Director, Lighting; Renaissance Ensemble: Director; Contemporary Ensemble: Director) will be forty-two (42) per year. These 42 FLHs will be pooled. The Division Chair will recommend the annual allocation of the pool to the Dean after discussion with the appropriate faculty/department co-coordinators. The Dean will receive this recommendation by March 1, preceding the academic year being planned.

Any reduction in the number of productions or the number of functions handled by the faculty will necessitate a reduction of FLHs. This FLH reduction will usually occur during the same academic year but may be scheduled in a subsequent academic year at the discretion of the Dean.

10.2.3.2 For full-time Faculty in Music, each group of seven (7) students in Private Instruction will equal three (3) FLHs. All additional Private Instruction by full-time Faculty will be on a per student basis.

10.2.3.3 Each Faculty member is expected to adhere to the official semester course schedule regarding days, times and places of class and final exam meetings, and to the full academic calendar. Exceptions must receive prior written authorization by the Dean.

10.2.4 In the event a Faculty member is unable to meet any of the responsibilities set forth in this Article because of absence from campus due to documented circumstances such as jury duty, illness, inclement weather, personal emergency, or professional development activities, s/he must notify the Division Chair in a timely fashion, satisfy those responsibilities as soon as practicable, and keep the appropriate Division Chair apprized of efforts in this regard.
10.2.5 The number of course preparations for an individual Faculty member should not exceed three (3) in any semester. However, for purposes of maintaining program integrity, four (4) preparations may be necessary in a given semester. Such arrangements should be worked out cooperatively by the Faculty member, the appropriate Division Chair, and the Dean. At the Faculty member's discretion, a representative of the Federation may be involved.

10.2.6 The University will assign Faculty members to teach in areas in which they have at least some preparation and/or qualification when they are involuntarily assigned. Regarding this article section, all full-time Faculty are presumed to be qualified to teach the first-year general education course.

10.2.7 The foregoing provisions are not intended to affect existing duties of members of the Library faculty or such other positions as may be jointly determined by the parties from time to time.

10.3 Advising

10.3.1 All Faculty members are responsible for giving out-of-class assistance of a general nature to students on matters such as academic program planning, career issues, and other developmental concerns. Such assistance will be provided by individualized student advising or serving as an advisor to an organized student group, such as a club, Student Government Association or a student cohort (i.e. Class of ’11; Class of ’12, etc.).

10.3.2 Each full-time Faculty member will serve as academic advisor for a reasonable number of students. Exceptions to this requirement may be granted by the Dean. An advisor is expected to have periodic, personal contact with his or her advisees during the course of an academic year and provide accurate, relevant advice on academic planning, career issues and other appropriate concerns.

10.3.2.1 Faculty who have an advising load which exceeds twenty-five (25) students have the option of refusing additional advisees without prejudice.

10.3.2.2 Some Faculty members shall be assigned advisees who have declared majors in their respective disciplines.

10.3.2.3 Some Faculty members shall be assigned up to five (5) advisees who have not formally declared majors. In such cases, students will be
assigned to Faculty members by the Dean. The Faculty member will be expected to give assistance to a student's efforts to identify an academic program compatible with his/her interests, abilities and goals.

10.3.2.4 Advisors are responsible for assisting in the maintenance of a complete and accurate set of records for each advisee.

10.4 Institutional Support Obligations

10.4.1 It is expected that Faculty members will be present on the campus an adequate and reasonable amount of time over and above classroom contact hours so as to afford meaningful participation in the various responsibilities set forth in this Article. It is important for full-time Faculty members to be on campus to interact with students and colleagues. In no case should fewer than four formal office hours per week be held. Exceptions to these expectations for valid reasons, such as the special scheduling demands of advanced graduate study, may be made at the discretion of the Dean.

10.4.2 It is expected that full-time Faculty will commit time and individual expertise, above and beyond teaching and academic advising, to other activities appropriate to the advancement of the University.

10.4.3 The University recognizes the need for Faculty members to have uninterrupted time away from the campus for the purposes of grading, preparing lesson plans and similar instructional related activities. Toward this end, every reasonable attempt will be made to develop Faculty members' schedules of all required activities in a manner which supports this objective.

10.4.4 Because of the importance of Faculty as professional members of the University community, Faculty are strongly encouraged to participate in the variety of recognition and ceremonial events that are a regular part of the University traditions, including Commencement, Baccalaureate, Convocation, Founders Day, and similar occasions. Nonattendance at such events shall not be considered in any formal evaluation for contract changes (term of contract, promotion, or renewal) except at the request of the Faculty member.

10.4.5 All full-time Faculty members are responsible for participating in plenary Faculty meetings, and divisional and departmental meetings unless prior approval to miss such a meeting is obtained from the appropriate University Administrator.
10.4.6 Because of the critical nature of the University’s efforts to recruit and retain students, each Faculty member is responsible for participation in up to two Admissions Open House programs or related events each year (September 1 – August 31) in a manner to be agreed upon by the Faculty member and the Dean. Should the University believe that a Faculty member is not fulfilling the responsibilities of Section 10.4.6 adequately, the Dean will meet with the Faculty member to discuss the evidence of non-compliance and provide him/her with written expectancies for him/her under this section. The University will not initiate any disciplinary action or adverse decisions regarding appointment or promotion based solely on the matters which necessitated the first meeting under this section.

10.4.7 Grant proposals initiated by Faculty members must be coordinated with appropriate administrative personnel including the Provost. No proposal can be submitted if it conflicts with other fund-raising initiatives being conducted by the University.

10.5 Visiting Faculty

10.5.1 The normal course load for Visiting Faculty members shall be determined as described for full-time Faculty in this Article.

10.5.2 Since it is intended that Visiting Faculty positions shall be used to meet temporary or emergency needs, such appointments are restricted to a maximum of two (2) years except with the written approval of the Federation. A person initially hired as a Visiting Faculty member may not subsequently be hired to a full-time Faculty position without following the hiring guidelines in the Agreement (see 14.2.2.8).

10.5.3 Within the first month of a semester, the Dean shall report to the President of the Federation the extent to which Visiting Faculty are being utilized. If the pattern or extent of such usage is significantly different from that of comparable semesters in the three preceding academic years, an explanation for the difference shall be given.

The responsibilities of Visiting Faculty shall be the same as those of full-time Faculty.

10.6 Program Review

10.6.1 The RFF will be consulted in the development of academic program review.